

POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No. 63869										
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service		4. Employing Office Location Reg-1 Boston MA		5. Duty Station Boston - MA		6. OPM Certification No.									
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive							
13. Competitive Level Code 001		14. Agency Use		15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management																	
b. Department, Agency or Establishment		Env. Eng./Phys. Scient./Biologist		GS		0819/1301/401		12		CH		10/23/09					
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title)							17. Name of Employee (if vacant, specify) Susan Murphy										
18. Department, Agency, or Establishment U.S. Environmental Protection Agency							c. Third Subdivision 901 27000: 4683										
a. First Subdivision Office of Ecosystem Protection							d. Fourth Subdivision										
b. Second Subdivision Municipal Permits Branch							e. Fifth Subdivision										
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.							Signature of Employee (optional)										
j. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that							this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.										
a. Typed Name and Title of Immediate Supervisor Roger Hanson, Manager CMP							b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Ken Moraff, Deputy Director, OEP										
Signature Roger Hanson Date 10/2/09							Signature Ken Moraff Date 10/9/09										
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.							22. Position Classification Standards Used in Classifying/Grading Position US OPM JFS for GS-0800, 11/2008; US OPM JFS for GS-1300, 12/1997; US OPM JFS for GS-0400, 9/2005.										
Typed Name and Title of Official Taking Action C. HOSKINS HRS							Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.										
Signature C. Hoskins Date 10.23.09																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks * New can show added to recall classified PD. FC: 42 BUS: 0012 This is a multi-disciplinary PD. As such, final series depends on quals. of applicant.																	
25. Description of Major Duties and Responsibilities (See Attached)																	

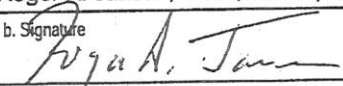
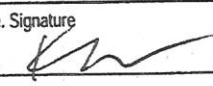
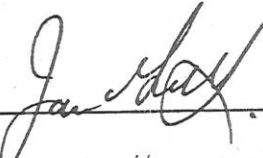
7540-00-634-4265

Previous Edition Usable

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

* Interdisciplinary - classifiable as Life Scientist, GS-0401; Physical Scientist, GS-1301; or Environmental Engineer, GS-0819.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Region 1 - Boston, MA		2. POSITION NUMBER 63.869	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Env. Engr. Phys. Sci. / Biologist		GS	319/1301/401	12	
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any) Municipal NPDES Permits Branch / Permit Writer			6. NAME OF EMPLOYEE Susan Murphy		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e. 90127000:4683		
b. Office of Ecosystem Protection			f.		
c. Municipal Permits Branch			g.		
d.			h. Organization Code		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Roger A. Janson, Chief, Municipal NPDES Permits Branch			d. Typed Name and Title of Second-Level Supervisor Stephen S. Perkins, Director, Office of Ecosystem Protection		
b. Signature 		c. Date 4/4/08	e. Signature 		f. Date 4/7/08
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code 0		d. Bargaining Unit Code 0012		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug testing (_____)	
f. Signature 		g. Date 5/8/08			
11. REMARKS STATEMENT OF DIFFERENCE GS-12 Position Description on file FPL: 12 BUS: 0012 This position is interdisciplinary, so such, the series will be determined by grade of applicant.					

MR

OFFICE OF ECOSYSTEM PROTECTION
ENVIRONMENTAL ENGINEER GS-0819-12
ENVIRONMENTAL SCIENTIST GS-130-1301-12
BIOLOGIST GS 401-12.

POSITION DESCRIPTION

I. INTRODUCTION.

This position is located in the EPA New England Region, Office of Ecosystem Protection, the Industrial Permits Branch or the Municipal Permits Branch. Since the 1990's the US Congress has expressed concerns that a substantial number of water discharge permits have expired or never been issued since the establishment of the NPDES Permit program in 1972. This includes what are classified as both major and minor point source permits under Section 402 of the Clean Water Act. Permits are issued normally for a five year period and need to be reissued. The program has been largely delegated to the states to issue permits with EPA oversight, however, in New England, two states have as yet to be delegated. These are Massachusetts and New Hampshire. For a variety of reasons including resource constraints, new mandates and regulations, and other factors, EPA and the states have not been able to keep up with reissuance of expiring permits on a five year cycle. OEP is now focusing additional resources to this task over several years to reduce this backlog to 10-15% of expired or expiring permits. In addition, new water quality standards establishing Waste Load Allocation requirements for "impaired waters" under Section 303(d) of the CWA have become a national issue with Congress and various Environmental Groups. Issuance of NPDES Permits has become a significantly more complex task as the country strives to balance the needs to meet challenging water quality requirements for a host of pollutants against the availability of technology and economic realities of communities and industry.

In two functional units, OEP is pulling together the available experienced resources in the Region to focus on reissuance of expired or expiring permits in the region. These two units are the Industrial Permits Branch and the Municipal Permits Branch. Many of the permits are very complicated due to new requirements or past history of compliance. A number of the new requirements include new sludge handling rules, storm water rules, resolution of combined sewer overflows, results of toxicity testing over a number of years, new water quality standards, pretreatment standards for municipalities, priority pollutant analysis requirements, establishment of TMDL loadings on impaired waters, new cooling water intake regulations, Endangered Species Act and Essential Fish Habitat Act requirements, and many other issues. These requirements have significantly increased the complexity of the permit writer's position and have required extensive new training requirements and skills in developing the permits, coordinating with other EPA, Federal and State Agencies, and negotiating Permit requirements with municipalities and industry.

The incumbent serves as a permit writer in the Industrial Permits Branch or the Municipal Permits Branch of the OEP. As such the incumbent is tasked with drafting, negotiating, coordinating, and issuing major and minor permits for facilities, primarily those in the states of

Massachusetts and New Hampshire. This includes not only developing permit requirements, but negotiating conditions between a diverse group including the permittee, other federal agencies such as Fish and Wildlife and National Marine Fisheries, various environmental groups and other public interests; the state agencies with jurisdiction, among others. As a permit writer, the incumbent acts independently to bring the permits from initial draft to final issuance with only the most complex issues being referred to higher management.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent works with the supervisor and the state to establish initial permit workload priorities along with potential local, regional, or national issues for permits assigned. Assigned permits are then the responsibility of the incumbent. The incumbent reviews the permit application in the context of past permitting history and compliance and establishes a framework for development of the new permit considering all new requirements to issue a permit which will meet state and national water quality requirements. Each permit is unique depending on geographic location, receiving water, availability of water quality data and modeling, regulatory standards, type of treatment presently existing and a host of other technical, economic, and public considerations.

2. The incumbent is responsible for the official administrative record for the permit and must establish an orderly process for all information developed by the writer or others which will be subject to potential legal appeal.

3. The incumbent conducts extensive technical review of all prior information and new information about the permittee, the discharge, type of treatment employed, expected new treatment requirements, impacts on the permittee, public concerns, other agency concerns, new regulatory requirements, etc. This normally entails visit(s) to the permitted facility and discussions with the permittee consultants, the state officials and many others. The incumbent is expected to be lead person in these discussions and meetings and as such is expected to be fully technically qualified, a highly qualified communicator, and experienced to independently carry out this requirement.

4. The incumbent develops permit conditions based on the particular facts of the permit at hand and determines the needs for coordination with other EPA and state technical staff to gather additional information and insure others agree with technical conclusions. Specifically, the incumbent coordinates with the EPA Office of Environmental Stewardship regarding enforcement actions and potential enforcement of the permit as well as the Permit and Compliance System managers for future monitoring needs of the permit. Evaluation includes Best Conventional Treatment Limits (BCT), Best Available Treatment (BAT) for conventional and toxic pollutants, calculation of limits needed, determining where upgrades are needed to treatment systems to meet limits, evaluation of water quality impacts and evaluation of economic achievability. In many cases the incumbent will have to work with the permittee and a number of other parties to balance the requirements of meeting water quality standards and the technical and economic problems associated with meeting new standards.

5. The incumbent also determines any additional requirements needed in the permit such as sludge handling, Best Management Practices (BMPs) for control of spills, runoff, etc., Whole Effluent Toxicity Testing (WET) requirements, schedules for necessary upgrades, storm water, pretreatment programs, Endangered Species Act and Essential Fish Habitat Act requirements, among other requirements. The incumbent is expected to communicate this information to the permittee and other parties interested in the permit as the permit is drafted to minimize potential formal comment on the permit.

6. The incumbent prepares a "statement of basis" or "fact sheet" which details the technical and other analysis used in making the permit decision, final draft permits, transmittal letters, and public notice of the permit. Incumbent receives public comment on the permit and resolves issues to make a final determination for final permit issuance. In the instance of requests for public hearing, incumbent makes a preliminary determination and reviews with the immediate supervisor. Where public hearings are to be held, incumbent will be required to coordinate the hearing and may serve as hearing officer. Incumbent will then make a preliminary determination of the EPA decision on particular comments received and prepare response to comment for immediate supervisor concurrence.

7. The incumbent may be called to provide oral or written testimony in the instance of appealed permits to provide the basis for the permit decision.

8. The incumbent may be responsible for developing general permits that cover a large class of permittees that share the same permit requirements and/or implementing general permits by conducting tasks such as reviewing Notices of Intent, authorizing discharges, responding to information requests, providing assistance to current and potential permittees.

8. Incumbent stays current on new developments in the field of wastewater management and continuously seeks opportunities for professional self development.

9. Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

The incumbent serves as an knowledgeable contact on the NPDES Permit program both technically and from a regulatory standpoint. The incumbent must possess a detailed technical knowledge of engineering and scientific principles associated with water pollution control and prevention and the ability to apply EPA, state and local environmental regulations regarding storm water and other wastewater to specific municipal, commercial, and transportation projects. The incumbent must also possess a detailed technical knowledge of the Clean Water Act including waste water treatment requirements, technologies and water quality principles relating to attaining water quality standards and state of the art structural and institutional solutions in a variety of settings. The incumbent must possess a well developed interpersonal skills with approved ability to develop and implement new, unique and innovative pollution prevention

techniques in a mature program that has traditionally relied on end-of-pipe control, treatment and discharge requirements. The incumbent must possess above average ability to communicate verbally and in writing.

Training both on the job and offsite and experience gained as a permit writer at EPA in developing complex NPDES Permits allows the incumbent to be proficient in operating independently to develop any assigned permit and see it through issuance. Incumbent must be able to evaluate technical reports and data and negotiate with permittees and other interested parties such as environmental groups regarding effluent limits, schedules for compliance, and other special conditions.

Depth of knowledge

1. A college degree or higher in engineering or its related scientific discipline. In addition, the incumbent should have extensive professional experience in either the academic or private sector or both.

2. A minimum of three years experience associated with Clean Water Act or related program activities such as permits, pretreatment and water quality, etc. This experience may have been obtained in the public or private sector.

3. A strong analytical ability to review complex data and make recommendations for corrective action which are legally, technically and economically justifiable.

FACTOR 2: SUPERVISORY CONTROLS

Supervisor makes assignments in terms of specific permits and tasks within the permitting process as well as responsibility for carrying out assignments for development of NPDES Permits. Incumbent is expected to act independently, review new issues with the supervisor. Technical work is normally accepted as professional and in need of minimal correction. Incumbent has the latitude to use judgement on when to bring issues to higher management. Incumbent determines daily priorities within broad guidelines from management in terms of deadlines and goals for the year. Supervisor reviews completed work products as a final check on conformance with current guidelines and policy prior to public notice of the permits.

FACTOR 3. GUIDELINES

Guidelines consist of technical, engineering and scientific manuals such as EPA documents prepared to update and train Permit Writers, Water Quality standards developed by states and EPA, Code of Federal Regulations for the Water Permit Program, Clean Water Act, various supplemental guidance both nationally and regional, other Federal and State Agency directives and documents, information in scientific and engineering manuals, and on the job consultation with peers and others in the field. The incumbent independently selects, interprets and applies

guidance while modifying and adapting them as needed. Judgement and originality are required in relating guidance to new program requirements. The incumbent must rely on education, training, past experience and professional judgement to solve problems for which there often are no specific solutions or defined guidance. The incumbent must explain and justify the proposed solution(s) to the public, the permittee and their respective constituencies which may require that the incumbent hold public hearings.

FACTOR 4. COMPLEXITY

The position of Permit Writer involves nearly every aspect of the Wastewater treatment profession due to the variety of sources regulated and the scope of the requirements placed on the regulated community. The permit writer may work on a paper mill permit one day and a municipal treatment plant permit the next both of which vary widely in treatment operations, waste type, loadings and effects on water quality, etc. The incumbent is expected to be able to not only develop the statement of basis for the permit which must hold up in court if necessary, but to be able to explain to the public in non-technical language what is a very complex technical decision where permittees may have to spend millions of dollars to construct new facilities to meet more stringent limits. Also the incumbent must coordinate with many other parties who have either their own regulatory role in the permit (such as Fish and Wildlife, the state agencies, etc.) or who have a vested and many times opposing interests including the permittee, environmental groups, and the public in general.

The incumbent may participate in national workgroups and may also provide detailed guidance and technical advice on permits.

The incumbent will need to work with all six New England States, Regional and National EPA staff to develop new regulatory approaches and review scientific data to make recommendation on proper water quality and technology-based permit requirements. It is also anticipated that traditional end-of-pipe control technologies will not be possible and the incumbent will be required to develop pollution prevention approaches for effluent discharges.

FACTOR 5. SCOPE AND EFFECT

The scope of the work is to develop new NPDES permit program requirements and to assure that all statutes and regulations are complied within a consistent manner. The issuance of NPDES Wastewater Discharge Permits since the inception of EPA and the Clean Water Act has been one of the cornerstones of cleaning up the nation's environment. Without the continued capability of qualified permit writers with extensive experience in the field, ongoing improvements in returning waters of the United States to the goals set years ago could be extensively damaged. The complexity of the program which has evolved over 30 years requires ever more sophisticated methods to "fine tune" the improvements in water quality (i.e. toxics control, cleanup of impaired segments, etc.) and also just to maintain the basic infrastructure for which the country has spent billions of dollars and which impacts virtually the entire population both from a public health perspective and an economic perspective.

FACTOR 6. PERSONAL CONTACTS

Personal contacts include other federal, state, and local regulators, administrators, plant managers, environmental managers, private engineering consulting groups, the attorneys representing these contacts, peers, environmental groups, media, congressional staff, and the general public.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of the contacts is to explain the requirements of the Clean Water Act, negotiate NPDES Permits, respond to public comment, conduct hearings, visit sites, answer inquiries, seek technical information, and to the extent possible mediate disputes and persuade others to comply with the CWA requirements. The incumbent serves as the focal point for all technical and program expertise.

FACTOR 8. PHYSICAL DEMAND

Work is primarily in an office setting with the exception of site visits or travel to state or permittee offices. During site visits the incumbent must do a certain amount of walking, climbing, bending or other activity to tour treatment plants, pump stations, outfall locations, etc.

FACTOR 9. WORK ENVIRONMENT

The majority of the work is in an office setting requiring normal safety precautions associated with an office environment. The work areas are adequately lighted, heated, and ventilated. Regular and recurring travel may be required to conduct meetings with officials, from state and local government and private industry.

The incumbent will be expected to make field investigations of municipal and industrial sites. These site conditions could require extensive walking and bending, and there is a potential need for safety shoes, safety glasses and/or a hard hat as well as health and safety training.



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: R1 Type of Action: Career Ladder Promotion SF 52 Request No.: REG-1455

Position Title/Series/Grade: Environmental Engineer / 0819 / 12

Full Performance Level (FPL) of Position: GS-12
(Risk designation is based on FPL)

Functional Title (if applicable): NPDES Permit Writer
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 12B V-58000 3.39. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/
Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input checked="" type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement
Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: _____

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☒ No (If "Yes," check all that apply.)
- | | |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☒ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
☐ Yes ☒ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|--|
| Communicates with: | Communication methods: |
| <input checked="" type="checkbox"/> EPA personnel | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No
Describe: _____

Name (Please Print)

Signature

Title

Date

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Susan Murphy		This position has no extramural resources management responsibilities.
Position Number	000 63869		Total extramural resources management duties occupy less than 25% of time.
Title	Envr Scientist/Engineer/Biologist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	1301/0819/401, GS 7-12		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Region 1 EPA/OBP/CMP		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Date	10/09/09
Personnel Specialist's Signature	Date	10/23/09

Part 1. Contracts Management Duties

Pre-award: <input type="checkbox"/> Plans Procurements <input type="checkbox"/> Estimates Costs <input type="checkbox"/> Obtains funding commitments <input type="checkbox"/> Prepares procurement requests <input type="checkbox"/> Writes statements of work <input type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists)	Monitors management and performance of delivery orders/work assignments after award Defines scope of work for work assignments Approves payment requests of ACH drawdowns Manages cost-reimbursement contracts Reviews invoices Inspects and accepts deliverables Other (list)
Post-award: <input type="checkbox"/> Prepares delivery orders <input type="checkbox"/> Reviews contractor work plans <input type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Close-out: Writes reports on contractor performance, costs, and tasks performed Reconciles payments with work performance Closes-out payments Performs cost accounting Provides assistance to Contracting Officer in settling claims Other (list)
Percentage of Time Spent on Contracts Management	
0 %	

Continued

Part 2. Grants/Cooperative Agreements Duties		Advises Grants Management Office of potential problems/issues
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or AGH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		
Serves as resource to Selection Panel		Close-out:
Informs applicants of funding decisions		Certifies deliverables were satisfactory and timely
Other (list)		Provides assistance to recipients and Grants Management Office to ensure timely close-out
		Reconciles payment with work performed
Award:		Notifies recipient of close-out requirements
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Reviews/concurs in completed document		Other (list)
Establishes project file		
Other (list)		
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		
Responds to pre-agreement inquiries		Close-out:
Participates in pre-agreement conferences		Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences		Certifies deliverables
Other (list)		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports		